

STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**Application to Request Reasonable Accommodation of Religious Observance or Practices****Section D****Notification of Agency Determination**

(To be completed by the *Designee for Reasonable Accommodation (DRA)* and returned to the employee)

Name of Employee:

Based on the information you provided, DOCCS is able to provide you with a reasonable accommodation, as follows:

- ☐ The accommodation of religious observance or practice is granted as you requested in your application.
- ☐ The accommodation granted differs from the accommodation you requested, as follows:

Please discuss this with your supervisor. A letter from the DRA confirming this decision will be sent to you within the next week once you accept the accommodation. If you have any questions, please call your DRA. The employee should retain a copy of this form and return the original with his or her signature to be filed by the DRA.

I accept ____ / reject ____ the above reasonable accommodation.

Employee Signature:

Date:

-or-

Based on the information you provided, DOCCS is unable to provide you with a reasonable accommodation, as you requested on _____.

We are denying your request for accommodation of religious observance or practice for the following reason(s):

Signature of DRA:

Date:

If you have any questions, please call the DRA. The employee should retain a copy of this form. The original will be filed by the DRA.

Remedies relating to Dissatisfaction with Agency's Reasonable Accommodation Determination

A letter from the DRA confirming the decision will be sent to you within the next week after you receive the Notification of Agency Determination. If you are dissatisfied with the determination, you now have several options:

1. You may choose to accept this decision and end the process; or
2. You may choose to file an internal discrimination complaint at this time if you feel that the DOCCS determination is unlawful.
3. In addition to the options stated above, other alternatives may also be available. These include, but are not limited to:
 - Filing a complaint with the New York State Division of Human Rights;
 - Filing a complaint with the Equal Employment Opportunity Commission or any appropriate federal oversight agency under the Civil Rights Act of 1964, Title VII; and
 - Filing a private right of action to challenge the alleged discriminatory act, under the New York State Human Rights Law, or any applicable statute.

You may initiate these alternatives after the first denial by the DRA of your request for an accommodation. Although these time limitations vary, the time for filing a complaint pursuant to all the alternatives begins to run when the DRA first denies your request for an accommodation. However, you should consult with the appropriate anti-discrimination agency as to the time limitations for initiating such an action.